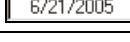


Completing a New Set of Orders

1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Press [Tab] .
3.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
4.	Click the OK button. 
5.	Click the Accept object. 
6.	Click the OK button. 
7.	Click the Fill Out button. 
8.	Click the Request for Travel Authorization menu. 
9.	Enter the desired information into the Order Number field. Enter a valid value, e.g. " 1105235PBR123000 ".
10.	Press [Tab] .
11.	Type of Order is next; however, these orders are Normal. You can tab through the six fields on the left side of the screen, or click the field you want. These orders were Issued the same date as they were entered. Click in the Begin Date field. 
12.	Enter the desired information into the Begin Date field. Enter a valid value, e.g. " 6/22/05 ".
13.	Press [Tab] .
14.	Enter the desired information into the Number of Days field. Example " 3 ".
15.	Press [Tab] .
16.	Click the Whats Authorized (TDY) tab.
17.	Click the POV Authorized option. 

Job Aid



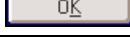
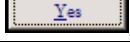
18.	Click the POV More Advantageous option. <input type="checkbox"/> POV More Advantageous
19.	Click the OK button. <input type="button" value="OK"/>
20.	Click the Expected Itinerary tab. <input type="button" value="Expected Itinerary"/>
21.	Press [Tab] .
22.	Press [Tab] .
23.	Enter the desired information into the State/Country field. Enter a valid value, e.g. " KS ".
24.	Press [Tab] .
25.	Enter the desired information into the City field. Enter a valid value, e.g. " TOPEKA ".
26.	Press [Tab] .
27.	Click the OK button. <input type="button" value="OK"/>
28.	Press [Tab] .
29.	Press [Tab] .
30.	Press [Tab] .
31.	Enter the desired information into the State/Country field. Example " MO ".
32.	Press [Tab] .
33.	Enter the desired information into the City field. Enter a valid value, e.g. " KANSAS CITY ".
34.	Press [Tab] .
35.	Click the OK button. <input type="button" value="OK"/>
36.	Press [Tab] .
37.	Press [Tab] .
38.	Press [Tab] .
39.	Press [Tab] .
40.	Press [Tab] .

41.	<p>Note: Occasionally, UTS(T-Pax) will pre-fill this field with the maximum <i>daily</i> per diem rate based on the per diem tables. If your lodging rate is lower, you are able to change the amount. Press [Tab].</p>
42.	<p>This is the daily rate for room taxes based on location and room rate. Enter the desired information into the Taxes field. Enter a valid value, e.g. "12.50".</p>
43.	Press [Tab] .
44.	UTS(T-Pax) accesses the DTOD website and calculates numerous factors, including major construction, rush hour, direction of travel, etc., and determines the best route. 72 miles is a detour route based on these factors. UTS(T-Pax) then pre-fills this field. Press [Tab] .
45.	Enter the desired information into the Date field. Enter a valid value, e.g. " 6/24/05 ".
46.	Press [Tab] .
47.	Press [Tab] .
48.	Press [Tab] .
49.	Press [Tab] .
50.	Press [Tab] .
51.	Enter the desired information into the Date field. Enter a valid value, e.g. " 6/24/05 ".
52.	Enter the desired information into the State/Country field. Example " KS KANSAS ".
53.	Enter the desired information into the City field. Enter a valid value, e.g. " TOPEKA ".
54.	Press [Tab] .
55.	Press [Tab] .
56.	Click the OK button. 
57.	Enter the desired information into the Reason field. Enter a valid value, e.g. " MC ".
58.	Press [Tab] .
59.	Note the mileage difference. The DTOD website calculates numerous factors, including major construction, rush hour, etc., and determines the best route. 72 miles is a detour route based on these factors, including the direction of travel. 64 miles is the most 'direct' route, and for the return trip is best. Click the Reimbursables tab.

Job Aid



	<input type="text" value="Reimbursables"/>
60.	Enter the desired information into the Nature of Expense field. Enter a valid value, e.g. " tolls ".
61.	Press [Tab] .
62.	Enter the desired information into the Amount field. Enter a valid value, e.g. " 4.50 ".
63.	Press [Tab] .
64.	Click the OK button. <input type="button" value="OK"/>
65.	Click the Calculations tab. <input type="button" value="Calculations"/>
66.	Click the Financial tab. <input type="button" value="Financial"/>
67.	Click the Modify Accounting button. <input type="button" value="Modify Accounting"/>
68.	Click the TONO field. <input type="text" value="1105235PBR123000"/>
69.	Press [Tab] .
70.	Enter the desired information into the R/D field. Example " P ".
71.	Press [Tab] .
72.	Enter the desired information into the Appr field. Enter a valid value, e.g. " 01 ".
73.	Press [Tab] .
74.	Enter the desired information into the Limit field. Enter a valid value, e.g. " 199 ".
75.	Press [Tab] .
76.	Enter the desired information into the Allt field. Enter a valid value, e.g. " 56 ".
77.	Press [Tab] .
78.	Enter the desired information into the ProgEle field. Enter a valid value, e.g. " BF ".
79.	Press [Tab] .

80.	Enter the desired information into the CstAct field. Enter a valid value, e.g. " 70870 ".
81.	Press [Tab] .
82.	Enter the desired information into the field. Enter a valid value, e.g. " 2100 ".
83.	Press [Tab] .
84.	Click the OK button. 
85.	Click the Remarks tab. 
86.	Any remarks added in this field will appear on the orders. Press [Tab] .
87.	Click the OK button. 
88.	Click the Send to AO button. 
89.	Since Mr. Duck has been designated as the 'default' AO, he automatically fills this field. Click the OK button. 
90.	Enter the desired information into the field. Enter a valid value, e.g. " 1234ABCD ".
91.	Click the OK button. 
92.	Click the Logout button. 
93.	Click the Yes button. 
94.	Congratulations for completing the Enter New Orders tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.